# State Environmental Review Process (SERP) Checklist

*Checklist to be completed and signed by Ecology*

<table>
<thead>
<tr>
<th>FUNDING AGENCY INFORMATION (to be completed by the Ecology Project Manager)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECY PROJECT MANAGER:</strong></td>
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<tr>
<td><strong>ECY FINANCIAL MANAGER:</strong></td>
</tr>
<tr>
<td><strong>ECY PROGRAM:</strong></td>
</tr>
</tbody>
</table>

## GENERAL PROJECT INFORMATION

**LOAN APPLICANT:**

**SITE NAME(S):**

**LOAN NAME:** | **LOAN NUMBER:**

## LOAN APPLICANT CONTACT INFORMATION

**APPLICANT CONTACT PERSON (if different than above):**

**ADDRESS:**

**CITY, STATE:** | **PHONE #: (         ) -**

**ZIP, COUNTY:** | **EMAIL:**

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Document how the SERP Packet complies with Ecology guidance and procedures. Provide comments for additional information or to justify approval when not all boxes are checked. *Attach appropriate documentation for final approval.*

1. The applicant has completed the State Environmental Policy Act (SEPA) or the National Environmental Policy Act (NEPA) for this project.  

   - [ ] This packet has the following documentation supporting a complete SEPA or NEPA process.
     - a. Project description includes the entire area of effect.  
     - b. Project description includes all phases, stages, and elements of the project.  
     - c. Resource impacts accurately described.  
     - d. SEPA checklist or NEPA document attached.  
     - e. The signed SEPA or NEPA determination attached.  
     - f. Documentation that the lead agency solicited public comments (affidavit of publication or similar) is attached.  
     - g. Any comments received by the lead agency attached.

   Comments:

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1 NEPA projects please fill out the Environmental Review Adoption Checklist
2. The project meets the SERP public participation requirement
   □ The project held a public meeting on this date: ______
   a. Meeting open to the public. □
   b. Discussion of environmental impacts on agenda. □
   c. Discussion of alternatives, costs, and rate impacts on agenda. □
   d. Opportunity for public to provide input. □
   Comments:

3. The project meets the Cost Effectiveness requirements (required for all projects as of FY 2017)
   □ The project prepared a complete cost effectiveness analysis:
   a. Description of all appropriate alternatives considered. □
   b. Comparison of monetary costs/benefits of each alternative. □
      • Consideration of capital, operation, maintenance, replacement costs on 50-year present value bases.
      • Estimate of sewer rates using commercial financing.
      • Estimate of sewer rates using SRF financing.
   c. Comparison of non-monetary costs/benefits of each alternative, including environmental impact, energy impacts, growth impacts, and community priorities. □
      • Identify any mitigation or project changes made to address impacts.
   d. The selected alternative represents the cost effective alternative. □
   e. Comparison of non-monetary costs/benefits of each alternative. □
   f. Demonstrate the selected alternative maximizes water and energy conservation. □
   Comments:

4. Ecology Determination (check one)
   □ Affirmed SEPA Determination.
   □ Adoption of NEPA document and decision
   □ Further information required (do not sign checklist until SERP package approved)
   Comments:

To request ADA accommodation including materials in a format for the visually impaired, call Water Quality Reception at Ecology, 360-407-6600. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.
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